WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
Bureau of Work Support Programs

TO: **Economic Support Supervisors**
        Economic Support Lead Workers
        Training Staff
        Child Care Coordinators
        W-2 Agencies

FROM: Stephen M. Dow
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      Work Programs Section

SUBJECT: **CARES – WAA & WtW SCREENS**

CROSS REFERENCE: BWSP Operations Memo 00-33
                        BWSP Operations Memo 00-55
                        WtW Program Letter 00-05

EFFECTIVE DATE: August 28, 2000.

PURPOSE

The purpose of this memo is to provide a summary of the upcoming modifications and additions to the CARES system for the WAA and WtW programs. The changes and additions to CARES are being put into production and will be available for staff on August 28, 2000.

CARES MODIFICATIONS OVERVIEW

Changes to CARES to support the implementation of the WAA Program will be effective August 28, 2000. In addition, changes have been made to accommodate Federal modifications to the WtW Program. The document attached to this memo provides an overview of the new and modified screens for the WAA and WtW programs. This document summarizes those changes to CARES, yet it is not intended to serve as a stand-alone tool for staff training on these CARES changes.

TRAINING

DES strongly recommends that all WAA/WtW workers attend the upcoming training sessions covering the WtW/WAA CARES modifications. In addition, new workers are encouraged to attend the introductory WP worker training sessions that are scheduled before the specific WAA/WtW training sessions (see Operations Memo 00-55 for class overview and registration information). These two half-day sessions will provide detailed instructions for completing program WAA or WtW eligibility and for enrolling participants in CARES.

LOCAL COLLABORATION

Both the WtW and WAA programs offer a broad array of services intended to supplement existing economic support and employment and training programs. To function effectively and to avoid duplication, it is important that local agencies coordinate the delivery of services to participants as they transition into stable employment. If participants are co-enrolled in multiple programs, the program case managers must work together to provide the most appropriate and effective services. Local program managers should also coordinate the services available through their programs. We recommend that local agencies develop some type of Memorandum of Understanding to clarify how they will work together in to share CARES functions for multiple programs.

CONTACT

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    Note: Email contacts are preferred. Thank you.

ATTACHMENTS

CARES modifications overview document

DWD/DES/BWSP

With the implementation of the Workforce Attachment and Advancement (WAA) program combined with the need to accommodate the changes to Welfare-to-Work (WtW) program eligibility criteria, several CARES screens were modified, and new screens were created. Modifications were made in 2 sub-systems, Client Registration and Work Programs. This overview provides an overview of the changes. The format for providing this overview is a screen by screen walk-through, first starting with the client registration process, followed by a walk-through of the key screens in Work Programs that have been modified or created as part of this process.

For the purposes of this memo, if a CARES screen has undergone relatively limited change, only a brief description of the screen is provided here. For those screens that have changed significantly or are completely new, a sufficient level of detail is provided so that a current and experienced WP CARES worker can begin utilizing the screen.

CLIENT REGISTRATION

The overall Client Registration process for creating a WtW (and now WAA) RFA has not changed. A worker will need to complete the same screens as in the past. However, for a WAA RFA, a new screen (CRWA) has been added and its purpose and functionality is based on the WtW CRWT screen. The CRWT screen, in order to capture the new set of WtW eligibility criteria, has undergone significant change. The new WAA screen CRWA, and the changes to CRWT, will be described in detail and will be presented as part of the Client Registration walk-through in the appropriate order in which they would occur as part of the WtW/WAA registration driver flow.

The Client Registration process for WtW/WAA begins with screen CRPR. CRPR can be accessed directly from any screen in CARES. The screen can also be accessed via the Client Registration Menu MNRN:

```
MNRN                  REGISTER CF/WTW/WAA MENU              08/17/00 14:11
                                                           XCT266 K CLOUGH
 FUNCTION                                         TRAN
  NUMBER      FUNCTION DESCRIPTION                CODE    PARAMETERS (PARMS)

    1    -    CF/WTW/WAA REGISTRATION INFORMATION  CRPR    (RFA)
    2    -    WTW ELIGIBILITY DETERMINATION        CRWT    RFA OR /PIN OR /SSN
    3    -    WAA ELIGIBILITY VALIDATION           CRWA    RFA OR /PIN OR /SSN
    4    -    CF/WTW/WAA REFERRAL                   CRWP    RFA




          *** PLEASE ENTER THE NUMBER OF THE DESIRED FUNCTION: __
 PARAMETERS: _____

 NEXT TRAN: _____      PARMS: _____
```

Whether via MNRN or from directly accessing it, CRPR is the screen that initiates the CR driver flow for creating a WtW/WAA RFA in CARES.

The first several screens of the driver flow have not been modified as part of this process. These are the common Client Registration screens that collect basic details about the individual – name, address, SSN, DOB, etc, and the screens comprising the client registration clearance process. Each is presented here with limited discussion.

```
CRPR              CF/WTW/WAA REGISTRATION INFORMATION  08/17/00 14:27
 COUNTY/TRIBE: 40                                      XCT266 K CLOUGH
 RFA NUMBER: 6700215561          STATUS: PENDING
```

```
        INDIVIDUAL    FIRST          MI LAST                  SUF
            NAME :  RODNEY_____ _  ROGERS_____ ___

        DATE: 08 17 00   RFA TYPE: WT    LANGUAGE: E

        COUNTY WHERE COURT ORDERED: __      EFF DT OF COURT ORDER: __ __ ____


                     NUMBER    UNIT DIR ST/RURAL RT/BOX#    SUF QUAD APT
        HOUSEHOLD ADDRESS: 101_____ ___ __  MAIN_____ ST__ __ _____
   ADDITIONAL ADDR INFO: _____
                   CITY: MILWAUKEE_____ STATE: WI ZIP: 53407____
                   PHONE: ___ ___ ____   CENSUS: ____    REGION: 01

            RFA STATUS: P      REASON:


 NEXT TRAN: ____     PARMS: 6700215561_____
```

CRPR has not changed. On this screen the worker must indicate the RFA TYPE, either WT or WA, which then schedules CRWT or CRWA respectively, later in the driver flow. This screen also collects some basic information about the individual, principally name and address information. Once this screen is completed, pressing ENTER schedules CRIR.

```
CRIR                  INDIVIDUAL DEMOGRAPHICS            08/17/00 14:32
 AGENCY: 40                                          XCT266 K CLOUGH
 RFA NUMBER: 6700215561   RFA DT: 08 17 00    STATUS: PENDING

DC FIRST         MI LAST               SUF   SSN          DOB     S  R AKA

 __ RODNEY_____ _ ROGERS_____ ___ 368 74 1200  05 06 1970  M  W  N
```
```
 NEXT TRAN: ____     PARMS: 6700215561_____
```

CRIR has not changed. This screen collects the individual's SSN, DOB and sex and racial status. Pressing ENTER schedules CRCR.

```
CRCR                     INDIVIDUAL CLEARANCE RESULTS        08/17/00 14:42
 AGENCY: 40  RFA  : 6700215561  WORKER: XCT266          XCT266 K CLOUGH

                                        CURR/LAST               CLEAR RSN
 S   FIRST       LAST          SSN     KNOWN CASE  WORKER  STS OVP  STAT  CDE

     RODNE   ROGERS         368 74 1200                        N    PASS













 PF16:CRIN/ACCH/CCRI PF17:CRIR/ANID/CCID PF18:CRIS/AICL/CCIS PF20:TOP OF LIST
 NEXT TRAN: ____      PARMS: 6700215561_____
```

CRCR has not changed. This screen provides the results to the clearance process performed as part of the client registration driver flow. As in the past, the clearance process identifies whether the registrant is know to CARES (i.e., has been entered in the past) or is new to the system. If the registrant is matched to an existing CARES record, the registrant must be assigned to the existing PIN. If the person is new, the person will be assigned a new PIN.

Pressing ENTER from this screen schedules CRPC.

```
CRPC                     PRIOR CONTACT INFORMATION          08/17/00 14:52
                                                           XCT266 K CLOUGH
  PIN: 6100452642  CLEARANCE STATUS: P  SSF/PFP ASSIGNMENT: N

  FIRST        MI LAST             SUF   SSN       DOB    S R A L  XREF
  RODNEY          ROGERS                 368741200 05 06 1970 M W N E   N

            RFA/CASE    RFA/                              RFA/CLR
             NUMBER     CASE    SYSTEM    AGENCY   RFA TYPE  DATE

            6700215561   R     CARES       40       WT     08 17 00








 PF8 - VIEW MORE CASE/RFA   PF18/ENTER - VIEW NEXT PIN(IF ANY)
 NEXT TRAN: ____      PARMS: 6700215561_____
```

CRPC has not changed. This screen provides Prior Contact information for all previous RFAs generated for this individual. In the example above, since this person is a first registrant in CARES, only the current RFA is displayed.

Pressing ENTER from this screen schedules either CRWT or CRWA, depending upon the RFA type entered on CRPR.

```
CRWT                    WTW ELIGIBILITY DETERMINATION           08/17/00 14:59
                                                                XCT266 K CLOUGH
 RFA NUMBER: 6700215561
 PIN: 6100452642                                           SSN: 368741200
 NAME: RODNEY          ROGERS                              WDA: 02 MILWAUKEE CO
 PARTICIPATION BEG DT: 08 17 2000
 70% CRITERIA:                      ---------------TANF---------------
     _   CUSTODIAL:                 RECIP      COMPLETING    EXHAUSTED
            CASE#: _____      30 MO      WITHIN 12 MO    60 MO

                                      _           _             _

      X   NON-CUSTODIAL:            EMP.       AST. GROUP    PERSONAL  CONTRACT
            CASE#: _____      STATUS     CONNECTION    CONTRACT    DATE
                                      CS          AB            C      08 17 2000

  30% CRITERIA:                   CUST PARENT    FOSTER CARE   TANF RECIP BARRIERS
                                  BELOW 100% POV.   YOUTH

                                      _            _           __    __    __
      ADDITIONAL BARRIERS: DO  HS  __  __
      WTW EDF SIGNATURE DT: 08 17 2000       WTW PGM TYPE: FM
      WTW TARGET POPULATION DETERMINATION: 70 (70% OR 30% OR NOT ELIGIBLE)
  PF24: UPDATE ELIGIBILITY DETERMINATION
  NEXT TRAN: _____     PARM: 6700215561_____
```

CRWT has undergone significant change. The following section describes item by item the new input requirements required for this screen.

WtW PROGRAM PARTICIPATION BEGIN DATE:	Key the date on which the individual started participating in the program. This date must fall on or after the EDF Signature Date, which is entered later in this process.
	This date may be prior to the current date if the individual was found eligible prior to the creation of this RFA in CARES.
70% CRITERIA:	Indicate with an "X" whether the individual is a 70% custodial parent or a 70% non-custodial parent.
CUSTODIAL PARENT:	Choose with an "X" one of the following three eligibility criteria:
	RECIP 30 MONTHS: The Custodial parent is a current TANF recipient who has received TANF payments (including AFDC) for at least 30 months (need not be consecutive) **or**
	COMPLETING WITHIN 12 MONTHS: The Custodial parent is a current TANF recipient who is within 12 months of exhausting the Federal 60 month life-time limit on receiving TANF payments. **or**
	EXHAUSTED 60 MO: The Custodial parent has exhausted his/her 60 month TANF life-time limit on receiving TANF payments but would be otherwise eligible for receiving such benefits.
NON-CUSTODIAL PARENT:	All 3 of the following criteria must be met:
	EMPLOYMENT STATUS: Choose 1 of these:

1. The Non-Custodial Parent is having difficulty making child-support payments.

2. The Non-Custodial parent is under employed.

3. The Non-Custodial parent is unemployed.

The above items are contained in reference table TWES.

ASSISTANT GROUP CONNECTION: choose 1 of these:

1. The minor child of the NCP is eligible for or receiving any one of the following benefits: Food Stamps, SSI, MA or CHIP.

2. The Custodial parent of the NCP has been a TANF recipient for at least 30 months.

3. The Custodial Parent of the NCP has exhausted TANF benefits due to the 60 month Federal life-time time-limit.

4. The minor child(ren) of the NCP has been a TANF recipient for at least 30 months.

5. The minor child of the NCP received TANF benefits during the preceding year.

6. The Custodial parent of the NCP is within 12 months of reaching the 60 month Federal life-time time-limit.

7. The minor child of the NCP is eligible for or receiving TANF benefits.

The above items are contained in Reference table TWAG.

PERSONAL CONTRACT: The NCP must sign a Personal Responsibility Contract with the WtW Agency within 90 days of signing the WtW EDF. The Personal Contract directs the NCP to:

1. Cooperate in the establishment of paternity and a child support order;
2. Pay Child Support; and
3. Participate in services provided.

The worker must enter the status of the NCP's Personal Contract, "P" for pending or "C" for Complete:

The contract can be in a PENDING status, meaning the details of the Contract are not fully developed at the time the NCP signs the WtW EDF. The Pending date of the PC must be equal to the EDF Signature date.

Once the details of the Personal Contract are completed, the worker should enter a COMPLETE status. If the PC is originally entered as PENDING, the worker has 90 days to upgrade the Status to COMPLETE.

30% ELIGIBILITY CRITERIA: If the individual does not meet the above 70% categories, indicate whether the individual meets any 1 or more of the following three 30% criteria:

    CUSTODIAL PARENT BELOW 100% POVERTY: The individual is a custodial parent whose income is less than 100% of the Federal Poverty Line for her/his family size. A "Y" is used to select this field;

    FOSTER CARE YOUTH: The individual has aged out a foster care youth program. A "Y" is used to select this field.

    OTHER BARRIERS: The individual meets any one or more of several characteristics associated with or predictive of long-term welfare dependency. Only valid values from reference table TWWO are accepted.

ADDITIONAL BARRIERS: After the appropriate eligibility information has been posted, it is possible to identify up to four barriers faced by the participant affecting her/his ability to achieve self-sufficiency. Only Valid values from reference table TWBR are accepted.

WtW EDF SIGNATURE DATE: The worker must enter the date on which the WtW EDF signature was signed by the participant. Like the Participation Begin Date, this date can be backdated prior to the RFA date. This will allow workers to reflect the actual EDF signature date (and the actual Participation Begin Date) if they occurred prior to the implementation of these changes in CARES. However, the EDF Signature date cannot be before the WtW Program Implementation Date that is recorded in Reference Table TSPI. For WtW this date is 8-1-1998.

WtW PROGRAM TYPE: The last entry made by the worker on this screen will be indicating the type of WtW program in which the participant will be participating. WtW program types range from the Formula Program to the Competitive program and to several programs funded by the Governor's WtW Discretionary funds. Only valid values from reference table TWTW are accepted.

When all applicable information is entered, press [Enter] first. In the WTW TARGET POPULATION DETERMINATION field, either 30 or 70 will display.

Note: This provides the WtW worker the opportunity to check the manually determined WtW eligibility outcome (from the WtW EDF) against the CARES generated outcome. In cases where there is a discrepancy between the manual determination and what CARES generates, re-check the accuracy of the data entered into the system. CARES is producing an eligibility outcome based solely on the data the worker has entered.

When there is agreement between the manual determination and the CARES outcome, PRESS PF24 TO PROCESS ELIGIBILITY DETERMINATION. The next screen that appears in the driver flow is CRWP.

```
CRWA                    WAA ELIGIBILITY VALIDATION            08/10/00 08:48
                                                             XCTC98 L FISHER-
 RFA NUMBER: 3700214537
 PIN: 3100450400                                      SSN: 499101005
 NAME: ILUV            SUMMER                          WDA: 11 SOUTHWEST
 PARTICIPATION BEG DT: 08 10 2000

  _ CUSTODIAL PARENT
    FAMILY SIZE: __ # ADULTS   __ # CHILDREN

  X NON-CUSTODIAL PAR                   PATERNITY VERIF: Y
    TOTAL INCOME AMT(MTHLY):     .00  CHILD SUPPORT PAID AMT(MTHLY):    .00
 #            CHILDREN NAME                  SSN         DOB     PTRNTY?CTY
 1 IHATE_____ _ SUMMER_____ ___ 392 50 1230 11 15 1989   Y    30
 2 _____ _ _____ ___ ___ __ ____ __ __ ____    _    __
 3 _____ _ _____ ___ ___ __ ____ __ __ ____    _    __

  PROGRAM TRACK: X 1 W2   _ 2 WDB   _ 3 COMBINED
  INCOME VERIF: Y                    INCOME ELIGIBILITY AMOUNT(MTHLY):    .00
  WAA APP SIGNATURE DT: 08 10 2000


 NEXT TRAN: ____     PARM: 3700214537_____
```

CRWA is the WAA Eligibility Validation screen. Choosing either an eligible Custodial parent or an eligible Non-Custodial parent from information given by the applicant will determine which fields need to be entered. As with CRWT, CRWA does not determine eligibility, but rather serves to validate the worker's manual determination.

PARTICIPATION   Enter the date in the MMDDCCYY sequence of when WAA participation will
BEG DT: begin.

CUSTODIAL PARENT: If this field is entered with an "X" the following field is required;

    FAMILY SIZE: Enter the number of adults and number of children in the family.

NON-CUSTODIAL   If this field is chosen with an "X" then the following fields must be entered;
PARENT:

    PATERNITY VERIF: Enter a "Y" if paternity has been verified for at least one child.

    TOTAL INCOME AMT(MTHLY): Enter the total monthly income of the non-custodial parent.

    CHILD SUPPORT PAID AMT(MTHLY): Enter the actual Child Support amount that the non-custodial parent is paying on a monthly basis.

    CHILDREN DATA: At least one child's data for the non-custodial parent must be entered in the following fields:

    CHILDREN NAME: First, Middle Initial, Last, SSN or DOB.

    PTRNTY: Enter "Y" if the Non-Custodial parent has paternity for the child verified and if a child support order is in place.

    CTY: Enter the county number of the county of paternity/child support order.

PROGRAM TRACK: Enter the WAA Program track for the applicant:

        1.   "W2" - check "X" if the participant is going to be served by the W2 office.

2. "WDB" - Check "X" if the participant is going to be served by the Workforce Development Board.

3. "Combined" – check "X" if the participant will be served by a program that funds from both tracks.

INCOME VERIF: Check "Y" if the income listed has been verified by the worker for either the Custodial or Non-Custodial parent applicant.

INCOME ELIGIBILITY   Enter the total eligibility income amount for either the Custodial or Non-Custodial
AMOUNT (MTHLY):   parent that has been verified. NOTE: This amount for the Non-Custodial parent cannot be greater than the total income amount entered above nor less than the Child Support Paid entered above.

WAA APP
SIGNATURE DATE: Enter the date in MMDDCCYY format that the WAA application was signed.

When the screen has been completed, the worker processes the WAA eligibility determination by pressing ENTER. This will then schedule CRWP.

```
CRWP                 CF/WTW/WAA WP REFERRAL                 08/18/00 13:57
 AGENCY: 40                                                XCT266 K CLOUGH
 RFA NUMBER: 6700215561        STATUS: PROCESSED
 PIN: 6100452642
 SSN: 368741200
                 NAME: RODNEY            ROGERS
     REGISTRATION CD: V VOLUNTARY REGISTRANT


    PRIOR DETERMINATION

        WP OFFICE: 1571        WP CASE MGR: XCT266  DISENROLLMENT DT:
        CASE:                  CATEGORY:

        CF:                    CF RFA:
        WT: O                  WT RFA: 6700215561
        WA:                    WA RFA:

    CURRENT DETERMINATION

        WP OFFICE:  1571


 PF24: PROCESS THIS PAGE
 NEXT TRAN: _____     PARMS: 6700215561_____
```

The CRWP screen, as before, is the last screen scheduled in the WtW/WAA WP driver flow. This screen, once processed (by pressing PF24), generates a referral trigger to the WP subsystem.

The screen has been modified include information on WAA RFA. This screen
provides a detail on the status of the most recent RFA processed for each non-eligibility program (CF, WT, WA). Information such as RFA status (open or closed), RFA number, and disenrollment dates are stored on this screen.

WORK PROGRAM CHANGES

Several key Work Programs screens were modified as part of this process. A new screen WPWA was created for WAA. This overview will focus on the following screens: WPWI, WPWC, WPWT, WPWA and WPFN.

```
WPWI              UPDATE WP CLIENT INFORMATION - 1        08/18/00 08:43
                                                          XCT266 K CLOUGH
 PIN: 6100452642
 SSN: 368 74 1200    WDA: 02   CTY/TRIBE: 40   OFFICE: 1571  NEW OFFICE: ____
 NAME: RODNEY           ROGERS
 ADDRESS: 101             MAIN                 ST

  CITY:   MILWAUKEE      STATE: WI ZIP: 53407    MAILING ADDRESS ON WPWC: N

 PRIMARY PHONE:                     MESSAGE PHONE: ___ ___ ____
 PRIMARY WAGE EARNER: N             HEAD OF HOUSEHOLD: N  DOB:  05 06 1970
 CASE:        CAT:      SEQ:    CF RFA:              CF RFA DATE:
 CENSUS NUM:     REGION NUM: 01   WT RFA: 6700215561   WT RFA DATE: 08 17 00
 LF STATUS:     ABAWD: N        WA RFA:              WA RFA DATE:
 CF:    FROM:         CTY:    CF COMP CD: __  CF COMP EFF DT: __ __ ____
 WT: O  FROM: 08 17 2000        WT COMP CD: __  WT COMP EFF DT: __ __ ____
 WA:    FROM:                   WA COMP CD: __  WA COMP EFF DT: __ __ ____
 CASE MGR: XCT266    *WP REG CD: V   SYST STS: E    FEP ID:
 ES WKR:            IM REG: N               IM REG EFF:
 *EFF DT: __ __ ____ DT OF LAST CON: 08 18 2000   E/SC:     W2 PLACE:
                                     2PAR:   DESC:
 PF13 WPED  PF14 WPJR  PF15 WPWC  PF22 ACWI
 NEXT TRAN: ____     PARMS: 6100452642_____
```

WPWI is a very common work programs screen. It contains a plethora of information related to the status of the individual. It includes such items as case, PIN and RFA number(s), WP enrollment and registration statuses , some basic demographic information, and there is a section of status indicators for the non-eligibility programs Children First (CF), Workforce Attachment and Advancement (WAA), and Welfare to Work(WtW).

The change to this screen took the form of an addition. The program status indictor for the WAA program, along with a date field, was added, along with the fields necessary to complete somebody from the WAA program.

The WtW fields were not changed and the functionality connected to these fields remains in tact. This functionality has also been applied to the WAA fields. Thus in order to complete someone from the WtW or WAA program, a worker will need to make sure that all components connected to each respective program (those having a fund source of WTMX or WTFL for WtW and WAFL* for WAA) are closed on WPCH prior to posting the completion. The completion codes for WAA are shared with the completion codes for WtW, and are found in reference table TWWT.

* Workers should note that for WAA a new fund source (WAFL) has been added to reference table TWFD. This code should be used when an activity/component is fully funded by the WAA program.

```
WPWC                UPDATE WP CLIENT INFORMATION - 2        08/18/00 08:46
                                                           XCT266 K CLOUGH


 PIN: 6100452642  SSN: 368 74 1200  WDA: 02   CTY/TRIBE: 40    OFFICE: 1571


 NAME: RODNEY          ROGERS
 ADDRESS:

 CITY:                    STATE:      ZIP:

 RACE/ETHNIC: W   SEX: M              LANGUAGE CODE: E   LANGUAGE SPOKEN: E
 REFUGEE: N   ENTRY DATE: __ __ ____  TRIBAL MEMBER: __
 VETERAN: N                           MILITARY DATES: __ __ ____ TO __ __ ____
 DISABILITY: N                        CURRENTLY EMPLOYED: N
 VEHICLE AVAILABLE: Y                 DRIVERS LICENSE: N    TYPE:
 CURRENTLY IN SCHOOL: N               ORIGINAL EDUCATION LEVEL: 012
 LAST YEAR ATTENDED: 1987             CASE MANAGER: XCT266  ES WORKER:
 CASE:          CAT:      SEQ:        AUDIT: N


 CONTROL(C)/EXPERIMENTAL(E) GROUP: 1 _ 2 _ 3 _ 4 _ 5 _ 6 _ 7 _ 8 _ 9 _ 10 _
                EFFECTIVE  DATE: __ __ ____
 PF13 WPED  PF14 WPJR  PF15 WPWT  PF16 WPWA  PF22 WPWI
 NEXT TRAN: ____      PARMS: 6100452642_____
```

WPWC underwent only limited modification. The RFA number fields for the non-eligibility programs CF and WT were removed since they already appear on WPWI. One addition was made by adding a PF key for WPWA (PF16).

```
WPWT                UPDATE WP-WT CLIENT INFORMATION         08/18/00 08:51
                                                           XCT266 K CLOUGH


 PIN: 6100452642  SSN: 368 74 1200   WDA:  2  CTY/TRIBE: 40  OFFICE: 1571
 NAME: RODNEY          ROGERS

 CURRENT PART BEGIN  DT: 08 17 2000  TARGET POP: 70 % TYPE INDIV: 70 NCP
 ORIGINAL PART BEGIN DT: 08 17 2000  TARGET POP: 70 % TYPE INDIV: 70 NCP
                    ------------------TANF------------------
  70% CUSTODIAL:         RECIP          COMPLETING    EXHAUSTED
      CASE#:             30 MO          WITHIN 12 MO    60 MO

  30% CUSTODIAL:         CUST PARENT    FOSTER CARE   TANF RECIP
                         BELOW 100% POV.   YOUTH       BARRIERS

  70% NON-CUSTODIAL:     EMP.           AST. GROUP    PERSONAL   CONTRACT
      CASE#:             STATUS         CONNECTION    CONTRACT    DATE
                         CS             AB            C          08 17 2000
  ADDITIONAL BARRIERS: DO HS __ __      WTW PGM TYPE: FM
  STAND-ALONE TRAINING: _   EFF BEG DT: __ __ ____   EFF END DT: __ __ ____
  WTW EDF SIGNATURE DT: 08 17 2000
 PF13 WPED  PF14 WPJR  PF15 WPWC  PF22 WPWI
 NEXT TRAN: ____      PARMS: 6100452642_____
```

WPWT underwent significant change. In large part the changes to WPWT reflect the changes that occurred on CRWT. The new set of WtW eligibility criteria have been added to this screen replacing the old ones. On WPWT these fields remain output only, meaning they are entered on CRWT as part of the Client Registration process and then are displayed on WPWT for worker query. As in the past, if the eligibility status of the individual changes, say from the 30% category to the 70% category, a worker cannot update this change on WPWT. A new RFA would have to be created and the new information would be updated on WPWT once the new RFA is processed on CRWP.
There are, however, new updateable fields on WPWT. The Additional Barriers fields are updateable on this screen. Additional Barriers can be identified on CRWT at the time the individual is registered, but if new barriers arise or if previous ones subside, they can be added or removed as needed. The same reference table (TWBR) serves as the data source for these fields.

The other updateable fields on this screen stem from the implementation of new WtW policy. Effective with the implementation of the new eligibility criteria, WtW individuals are eligible to receive a six-month exemption from the WtW work first mandate. This exemption is generally known as Stand-Alone Training. Under the previous policy, WtW participants were to be engaged in approved work activity from the time they enrolled in the program.

The Stand-Alone Training indicator, and the dates associated with it, are entered on WPWT. If an individual is selected for stand-alone training, the indicator filed is updated with a Y. The begin date is then entered in the Effective Begin Date field. Once the training ends, the Effective End Date field must be entered, and the worker must change the status indicator to N. If a subsequent period of stand-alone training is entered, the indicator is updated back to Y and the new begin date is entered. The worker must then space out the previous episode's effective end date. Appropriate screen edits have been built in to prompt the worker to make these updates.

```
WPWA                 UPDATE WP-WA CLIENT INFORMATION          08/18/00 10:57
                                                          XCT266 K CLOUGH
 PIN: 3100446313  SSN: 309 44 5656     WDA:  2   CTY/TRIBE: 40  OFFICE: 2571
NAME: TOM             TREAT
CURRENT DETERMINATION   X CUSTODIAL PARENT    NON CUSTODIAL PARENT
PARTICIPATION BEG DT: 07 30 2000    WAA PGM REVIEW DUE DT: 01 26 2001
                                    REVIEW COMPLETION DT: __ __ ____
CUSTODIAL PARENT:
 FAMILY SIZE:  01  # ADULTS   02  # CHILDREN

NON CUSTODIAL PARENT:              PATERNITY VERIF: _
 TOTAL INCOME AMT(MTHLY):   20.00   CHILD SUPPORT PAID AMT(MTHLY):   20.00
 #        CHILDREN NAME                    SSN         DOB     PTRNTY? CTY
 1 _____ _ _____ ___  ___ __ ____ __ __ ____  _    __
 2 _____ _ _____ ___  ___ __ ____ __ __ ____  _    __
 3 _____ _ _____ ___  ___ __ ____ __ __ ____  _    __

 ADDITIONAL BARRIERS: __ __ __ __   WAA SERVICE CATEGORY: __
 INCOME VERIF AT REVIEW: _          INCOME ELIGIBILITY AMT(MTHLY):   20.00
 WAA APP SIGNATURE DT: 07 30 2000


 PF13 WPED  PF14 WPJR  PF15 WPWC  PF22 WPWI
 NEXT TRAN: ____     PARMS: 3100446313_____
```

WPWA is a new screen developed for WAA. Its purpose and functionality is based on the WPWT screen. Similar to WPWT, WPWA contains a combination of input and output fields. WAA eligibility information, derived from CRWA, is mainly output on this screen. This would include the Current Determination fields Custodial/Non Custodial and Part Begin date.

The WAA Program Review Due Date (WAA PGM REVIEW DUE DT) is a target date for completing the six-month WAA review. This date will change if and when a worker posts a Review Completion date. The Completion date field is input only and once entered, serves to recalculate Review Due date to a date 180 days in the future.

The Custodial and Non-Custodial Parent sections can be updated but they are mutually exclusive sections. If an individual is registered as a custodial parent, the custodial parent fields will be updateable and the Non-Custodial fields will be protected. The reverse holds true if the registrant is a non-custodial parent.

CUSTODIAL PARENT:

FAMILY SIZE: The fields for parent and children can be updated as needed.

NON-CUSTODIAL PARENT:

PATERNITY VERIFICATION: This field can be updated if the non-custodial parent's paternity status, for a given child, changes. Acceptable values are Y or N.

TOTAL INCOME AMOUNT (MONTHLY): The initial amount in this field will be carried over from CRWA. However, as the Total Income amount changes, this field can be updated.

CHILD SUPPORT PAID (MONTHLY): Again, the initial amount will be carried over from CRWA. It can be updated here as it changes.

Children detail information can be added or deleted on WPWA. However, at least one child must be entered at all times. The SSN or DOB of the child must be entered. The Paternity indicator is mandatory and indicates whether paternity has been established for the verified child and if a child support order is in place. The County code is mandatory and the county in which the paternity was established should be entered.

ADDITIONAL BARRIERS:	Similar to WPWT, the worker can update the Additional Barrier fields on WPWA. Reference table TWBR serves as the source for these fields.
WAA SERVICE CATEGORY:	For WAA, there are several service categories that define the scope and nature of a participant's activity in the program. These categories range from basic skills development to training to job readiness. Reference table TCAT serves as the source for this field.
INCOME VERIFIED AT REVIEW:	When a WAA review is posted, the worker must indicate whether the income of the participant was verified. If the income is not verified the worker would enter an N. Per policy, failure to verify income at review should result in WAA program completion.
TOTAL INCOME AMOUNT (MONTHLY):	When income is verified at review or if the worker receives new income information for the participant separate from the review process, the worker can reflect the change here.

WAA Signature date is output only and is carried over from CRWA.

```
WPFN                 REQUEST TO "FIND" INFORMATION           08/18/00 09:50
                     (FIXED "AND" SEARCH CRITERIA)          XCT266 K CLOUGH
   SPECIFY THE TYPE TO BE LISTED BASED ON ANY OF THE FOLLOWING:-
 STATE/COUNTY: __     OFFICE: 1571 WDA: __  PROGRAM: ____  WP REG: _ IM REG: _
 CASE MGR ID: XCT266  ESS: _____  ZIP: _____  REG NO: __   CENS NO: ____
 LANG CD: _ EDU: ____  REFERRAL DATE: __ __ ____  THRU __ __ ____  SUB PGM: _
 EARNED INCOME: _     DATE OF BIRTH: __ __ ____  THRU __ __ ____   SEX: _
 VEHICLE AVAILABLE: _ D.L: _  TYPE: _ DISABILITY: _ JRI: _       E/SC COD: __
 OPEN EP: _  RACE: _  RFGE: _ VTRN: _ TRBL MBR: __  W2 SLOT: ___  ABAWD: _
 LF STATUS: ____       LAST CONTACT: __ __ ____  THRU __ __ ____  SYS STAT: _
 CONTROL/EXPR: 1 _ 2 _ 3 _ 4 _ 5 _ 6 _ 7 _ 8 _ 9 _ 10 _  CF: _   2PAR: __
 **WT SPECIFIC      WT IND: O  TGT POP: 70  WT TYPE INDIV: TA   RECIP 30: _
  *WT PGM TYPE: __   STAND ALONE TR: _    PRS CONT: _   WT ADDN BARR: DO DV
 WA IND: _ WA PGM TRK: _ WA TYPE INDIV: __ WA SER CAT: __ WA ADDN BARR: __ __
 COMPONENT CD: __ __  COMPONENT BEGIN DATE: __ __ ____ THRU __ __ ____
 PHASE: _  DOT: ___   COMPONENT ANT END DATE: __ __ ____ THRU __ __ ____
 STAFF ID: _____     PROV ID: ____  FUND SRCE: ____   SCH HOURS: __  THRU __
 EMP PROV ID: _____  SITE ID: ____  DISP CD: __ ACT CD: ___
 ---------------------------------------------------------------------------
            DO YOU WANT TO INCLUDE "OR" SEARCH CRITERIA ?: N
       Total Individuals meeting the Search criteria :       1
 PF14 WPML
 NEXT TRAN: ____    PARMS: _____
```

```
WPFO                 REQUEST TO "FIND" INFORMATION           08/18/00 09:52
                     (VARIABLE "OR" SEARCH CRITERIA)         XCT266 K CLOUGH

    SPECIFY THE TYPE TO BE LISTED BASED ON ANY OF THE FOLLOWING:-


  OFFICE: ____ ____ ____ ____ ____ ____ ____ ____
  CASE MANAGER ID: _____ _____ _____ _____ _____ _____
                   _____ _____ _____ _____ _____ _____

  WP REG CODE: _ _ _ _ _        COMPONENT CD: __ __ __ __ __ __
  SUBPROGRAM CODE: _ _ _ _      CONTROL/EXPR: TYPE VALUES
  RACE: _ _ _ _ _ _ _ _                          _  _ _ _
  REFUGEE: _ _ _ _ _                             _  _ _ _
  EDUCATION: ___ ___ ___ ___ ___ ___ ___        _  _ _ _
  E/SC CODE: __ __ __ __        ACTIVITY CD: ___ ___ ___
  PROVIDER SITE ID: ____ ____ ____   DISPOSITION CD: __ __ __
  TANF RECIP BARRIERS:  __  __  __   WT ADDITIONAL BARRIERS: __ __ __ __
  WA ADDITIONAL BARRIERS: __ __ __ __


 PF13 WPFN  PF14 WPML
 NEXT TRAN: ____    PARMS: _____
```

Changes to WPFN/WPFO reflect the new eligibility criteria for WtW and WAA. On WPFN, the status indicator for each program, along with select eligibility criteria, or any combination thereof, can be searched. For WtW, the status of Personal Contract can be searched as can the status of Stand Alone training. For WAA, the service category and program track can be searched. Also added are the Additional Barrier fields for both WtW and WAA. WPFN (the AND search) allows for the search of up to two additional barriers, while WPFO (the OR search) allows for the search for four barriers under the OR search functionality.